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20 Nov 73 ███

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MEMORANDUM FOR: Director of Personnel

ATTENTION : Chief, Position Management and Compensation Division D

SUBJECT : Position Up-grade

1. It is requested that position number 0339, Budget and Finance Officer, GS-12, be upgraded to GS-13. This upgrading is reflective of the responsibilities and duties incumbent upon this position and brings the grade level closer to comparable positions elsewhere in the Agency. A position description is attached for your information.

2. In judging upon this request please note that the Director of Finance concurred in its establishment at the GS-13 level and further that this position was budgeted at a GS-13 in Fiscal Years 1974 and 1975. In order to effect this upgrading without an increase in average grade it is recommended that the position 0258, Staff Officer, be downgraded to a GS-12.

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Administrative Officer, DCI

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Attachment:

A/S

MEMORANDUM FOR: END .

(DATE)

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED.   (47)

JOB DESCRIPTION
OFFICE OF THE DIRECTOR OF CENTRAL INTELLIGENCE (O/DCI)
EXECUTIVE SECRETARY
ADMINISTRATIVE STAFF
POSITION 0339
BUDGET AND FINANCE OFFICER

I   JOB DESCRIPTION

Under the general supervision of the Administrative Officer, O/DCI,

is responsible for the providing the budget and financial support to the

newly reorganized DCI Area, ie., the O/DCI and the six Independent Offices.

Serves as the decentralized certifying officer for the DCI Area as well as

providing ad hoc general and administrative support within disciplines other

than those strictly budget or finance in nature.

II DUTIES AND RESPONSIBILITIES

1. Serves as the Budget Officer for the DCI Area (Directorate)

Planning Officers.

a) In response to the various Office of the Comptroller (vice O/PPB)

"Calls", queries, and ad hoc tasks, and reflecting DCI Area plans

and programs - prepares the various budget submissions in their

Program, Congressional, and Operating stages.

b) Based on continuing review of budgetary trends and program direction

status, prepares recommendationsxandx reports and recommendations

to the DCI Area Programming Officers.

c) In response to Office of Joint Computer Services requirements,

assures the accuracy and validity of the DCI Area Financial

Resources Data Base.

d) Certifies to the availability of fundsxfor DCI Area funds in

answer to program requirements.

e) Prepares and assits in the preparation of the several recurent and

periodic budget/program data reports requested by the Office of

the Comptroller, the CIA Management Committee, et al.

x2x   2. Maintains the documentary imput and controls for the DCI Area

a) Responsible for the maintenance of the DCI Area funds obligation

records and preparation of reporting on funds/obligation status.

b) Compiles and computes ~~thexnumerous~~ background, budgetary, and

~~statistical data to assist the DCI Area managers in evaluating~~

~~allocation of resources and~~ ~~xxxx~~ program/cost effectiveness.

3. Serves as the single decentralized certifying officer for the

DCI Area.

4. Responsible for the provision of financial support th the DCI Area,

including, but not limited to, travel, procurement, rentals, and

miscellaneous contractural obligations.

5. Provides overall financial/regulatory advise and guidance and

~~supervises the performance of the AO/DCI Administrative Assistant~~

~~in finance/budget related tasks.~~

6. Performs such other ad hoc tasks as deemed appropriate by the

AO/DCI.

III

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